



NOAA SSMC Conference Room Business Rules

Enterprise Messaging Committee

6/7/05



Outline



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- Recommendation & Next Steps



Purpose



- To obtain concurrence from the NOAA CIO Council on recommended SSMC conference room business rules for the NOAA Calendar System



Issue



- SSMC conference room resources are not being named consistently in the calendar system
 - Difficult to locate/schedule rooms on campus
- Many conference rooms are not available through the calendar system and continue to be scheduled manually
- Conflicts exist with some conference rooms which are being scheduled online by some organizations and manually by others
- No policy, standards, or procedures exist for the management/scheduling of conference rooms in the calendar system



Background



- Oracle Calendar System provides a single, centralized mechanism to manage and schedule conference rooms on campus
- 100+ conference rooms on campus – majority considered common space
- Less than two-thirds of these are currently available in the calendar system
- Nearly 3300 users (90%) on the SSMC campus have calendar accounts
 - Not all of these may be being actively used
- Old resource naming convention requires organizational identifier prefix



Naming Standard



All SSMC conference rooms must be named in a consistent fashion and without a line office organizational designator. Names must be formatted as follows:

Building_Designator Room_Number Size (Cap XX) [Description]

Building_Designator: SSMC1, SSMC2, SSMC3, SSMC4 (no dashes)

Room_Number: conference room number

Size: relative size of conference room (Lg, Med, or Sm)

Cap: capacity of the room; usual number of chairs

Description: optional description of room; special features

Examples:

SSMC3 9836 Lg (Cap 30) Conf Room

SSMC4 8348 Med (Cap 20) VTC

SSMC4 9415 Sm (Cap 8) Multimedia Room



Proposed Business Rules



- The NOAA Calendar System will be the exclusive means by which SSMC campus conference rooms are scheduled
- The NOAA Facilities Office is responsible for identifying and determining the capacity of all SSMC campus conference rooms to be entered into the NOAA Calendar System
- The Messaging Operations Center will create or migrate resource entries for each identified conference room



Proposed Business Rules (continued)



- By default, all conference rooms will be available for scheduling on a first come, first served basis
 - Exceptions to the first come, first served rule will be granted by the SSMC Tenant Board only
- Disputes will be resolved by the Tenant Board
- Organizations may request to the Tenant Board that a specific conference room be restricted or require approval prior to use where they have made a significant investment (e.g. video conferencing equipment, built-in projection systems, etc.), or where senior management has determined that the availability of the resource is critical.



Proposed Business Rules (continued)



- These rules do not apply to conference rooms specially built from non-shared organizational space
- Non-shared conference rooms may be included in the calendar system but must follow the new conference room naming standards outlined above
- Information on capacity and contact information must be entered for all rooms (including “restricted” rooms)



Recommendation & Next Steps



- CIO Council adopts proposed naming standard and business rules
- CIO Council recommends proposed rules to NOAA Facilities Office and Tenant Board
- EMC implementation of revised naming standard